

Outreach (HE/RR)

Date: _____

– Process Evaluation – (Example for 1 Intervention)¹

	Primary Population	Secondary Population
Risk Population Mark the risk population this form describes. This list reflects CDC's surveillance hierarchy of exposure categories. If an intervention serves multiple risk populations, choose one primary and one secondary risk population.	<ul style="list-style-type: none"> • MSM • MSM/IDU • IDU • Heterosexual • Mother with/at risk for HIV • General Public 	<ul style="list-style-type: none"> • MSM • MSM/IDU • IDU • Heterosexual • Mother with/at risk for HIV • General Public

Agency Name/ID: _____

Type of outreach provided in this intervention:
(you may select more than one)

- fixed site¹
 - active street²
 - drop-off site³

Check which of the following best describes your agency:

- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none"> • CBO - Minority Board • CBO - Non-Minority Board • Other Nonprofit | <ul style="list-style-type: none"> • State Health Department • Local Health Department • Other Government | <ul style="list-style-type: none"> • Academic Institution • Research Center | <ul style="list-style-type: none"> • Individual • Other |
|---|--|---|---|

Clients Served With CDC Funds (M=male; F=female; T=transgender; U=unknown)	# 19 years old				20 – 29 years old				30 + years old				Age data not available				TOTAL
	M	F	T	U	M	F	T	U	M	F	T	U	M	F	T	U	
American Indian/Alaska Native																	
Asian/Pacific Islander																	
White																	
Black																	
Other																	
TOTAL																	

Hispanic																	
Non-Hispanic																	
TOTAL																	

¹ This form is an example that can be used to characterize the critical elements for each intervention of this type. If helpful, data from these forms can then be aggregated to meet the reporting needs described in *Volume 1: Guidance*.

¹Fixed-site outreach

Outreach activities conducted at a specific place (e.g., setting up a table at a corner or working out of a mobile van or storefront).

²Active street outreach

Outreach activities in which workers move from place to place, usually within a defined geographic area.

³Drop-off Site

Sites that volunteer to distribute HIV prevention materials. Typically, outreach workers keep these sites supplied.

**Outreach —Process Evaluation
1 Intervention P. 2**

Number of clients receiving this outreach intervention in each of the following *fixed site* settings:

Type of Setting		
CBO _____	HIV Counseling & Testing _____	Correction/Detention _____
Community Setting _____	STD Clinic _____	School/Educational _____
Clinic/Health Care Facility _____	Drug Treatment Facility _____	Other _____

Enter the number of HIV prevention materials distributed during each type of outreach conducted (columns used should match those noted at the top of page).

Type of HIV Prevention Materials	Fixed-Site	Active Street	Drop-Off Site ³
<i>Condoms</i>			
<i>Safer sex kits</i>			
<i>Promotional items</i>			
<i>Bleach/safer injection kits</i>			
<i>Brochures/informational materials, etc.</i>			
<i>Other:</i>			
Total			

In the left column, enter the number of referrals made during outreach to the services shown in the table below. In the right column, enter the number of referrals that are known to have been completed.

Service Types	Referrals Made to Service Types	Referrals Followed Through By Clients
<i>STD Clinic</i>		
<i>HIV Counseling & Testing</i>		
<i>Tuberculosis Clinic</i>		
<i>Drug Treatment</i>		
<i>Family Planning</i>		
<i>Mental Health</i>		
<i>HIV Early Intervention</i>		
<i>Other Medical Services</i>		
<i>Entitlement Program</i>		
<i>Job Skills/Acquisition</i>		
<i>HIV Partner Counseling and Referral</i>		
<i>Prevention Case Management</i>		
<i>Individual-Level Counseling</i>		
<i>Group-Level Counseling</i>		
<i>Other: _____</i>		

Staffing and Expenditures

Number of full-time equivalent staff providing outreach whose salaries are funded by CDC: _____

Number of volunteers providing outreach: _____

CDC 99004 HIV Prevention funds that were expended for carrying out all aspects of outreach: \$ _____